

13 OCT 1977

F. W. M. Janney
Director of Personnel

MEMORANDUM FOR: DD/Pers-P&C
DD/Pers-RSP
DD/Pers-SP
C/SAS

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : New DDA Level MEO - Update of Headquarters
Handbooks

1. We have been tasked, as a follow-on to the updating of the Headquarters Regulations and as a DDA level objective, with updating all of the Headquarters Handbooks by the end of FY 1978. Some of the Handbooks are already in the process of being reissued, so nothing needs to be done in those instances. In pursuance of this objective please have your Division Chiefs review the Handbooks as indicated below and forward their comments and changes (a marked-up copy of the old Handbook may be sufficient) to the Review Staff by 31 December 1977:

HANDBOOK

COMPONENT

SPD
RS
PMCD
SAS
PMCD
Revised 8/24/76 (CD review for currency)
Being published
SPD, CPD, BSD, CD
CD
BSD
Being published
BSD
Being published
Being published

STATINTL

STATINTL

2. The corresponding [REDACTED] should, of course, be updated at the same time the Headquarters Handbooks are updated.

(Signed) F. W. M. Janney

F. W. M. Janney